

## MEMORANDUM

March 17, 2008

TO: Art Wallenstein, Director, Department of Correction and Rehabilitation  
Joe Adler, Director, Office of Human Resources

FROM: Chris Cihlar, CountyStat Manager

SUBJECT: Follow-up steps outlined in the 3/14/2008 CountyStat meeting to be presented at the May 16, 2008 (tentative) CountyStat meeting

**The following items were identified for follow-up during the CountyStat meeting:**

1. Implement proposed disciplinary process changes at the Department of Correction and Rehabilitation.  
Responsible party: Department of Correction and Rehabilitation (DOCR)  
Other parties involved: Office of Human Resources (OHR), Office of the County Attorney (OCA), Department of Technology Services (DTS), and CountyStat  
Deadline: May 9, 2008
  2. Implement proposed changes to procedure for scheduling ADR hearings.  
Responsible party: OHR  
Other parties involved: DOCR, DTS, CountyStat, and others as needed  
Deadline: May 9, 2008
  3. Determine the reasons for when people are placed on administrative leave.  
Responsible party: DOCR  
Other parties involved: CountyStat  
Deadline: May 9, 2008
  4. Determine the relevance of the proposed disciplinary and ADR process changes to other departments.  
Responsible party: CountyStat  
Other parties involved: OHR and others as needed  
Deadline: May 9, 2008
  5. Investigate discrepancies between departments' use of disciplinary actions.  
Responsible party: CountyStat  
Other parties involved: OHR and others as needed  
Deadline: May 9, 2008
- cc: Timothy Firestine, Chief Administrative Officer  
Fariba Kassiri, Assistant Chief Administrative Officer